

Research Coordinator at Stanford University

The School of Humanities and Sciences (H&S) is the foundation of a liberal arts education at Stanford. The school encompasses 23 departments and 25 interdisciplinary programs. H&S is home to fundamental and applied research, where free, open, and critical inquiry is pursued across disciplines. As the university's largest school, H&S serves as the foundation of a Stanford undergraduate education no matter which discipline students pursue as a major. Graduate students work alongside world-renowned faculty to pursue and shape foundational research that leads to breakthroughs and discoveries that shed new light on the past, influence the present, and shape the future. Together, faculty and students in H&S engage in inspirational teaching, learning, and research every day. A large lab in the Department of Psychology is looking for a full time Research Coordinator (RC). The RC will provide support for cognitive neuroscience and neuroinformatics research. The lab uses cutting edge methods of behavioral and brain research to study cognitive control, response inhibition, and decision making.

Primary responsibilities include: assist grad students, postdocs, and research scientists with development of computer software to address a wide range of research problems, maintaining and organizing the laboratory database of research participants, running behavioral and fMRI experiments, assisting with behavioral and neuroimaging data analysis, developing new experimental materials including computerized tasks and stimulus sets, maintaining detailed and organized research records, submitting and renewing materials to the Institutional Review Board (IRB), and training undergraduates and other new researchers in lab procedures. This person should have experience in research domains related to cognitive control.

This is a one-year fixed term position with possibility of renewal based on performance and funding availability.

Note: The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility.

Employees may also perform other duties as assigned.

Core Duties:

- Prepare correspondence, documents and reports.
- Assist with the screening, recruiting, and obtaining consent of study participants. Perform telephone or in-person interviews to gather data, as needed. Schedule and/or call subjects for appointments.
- Prepare, distribute, administer and process questionnaires and tests, score test measurements and questionnaires, and code data for computer entry. Perform quantitative review of forms, tests, and other measurements for completeness and accuracy.
- Apply formulas and calculations to research data using basic statistical programs. Review and verify accuracy of database information and assist in making necessary corrections according to specific guidelines.
- Type, edit and organize data. Prepare data for input into statistical databases.
- Apply formulas and calculations to research data using basic statistical programs. Review and verify accuracy of database information and assist in making necessary corrections according to specific guidelines.
- Order and maintain equipment and supplies.
- Process study compensation payments and thank you letters to subjects upon completion of trial activities. Assist with post-study activities, as needed.

Other core duties:

- Plan and perform research tasks of limited complexity requiring initiative and judgment in applying basic knowledge and understanding of scientific theory when precedents do not provide specific guidance; general

instruction is provided by the supervisor.

- Conduct literature searches, and write literature summaries, requiring preliminary judgments after conceptual approach is outlined by the supervisor. Build, organize, and analyze data as requested by the supervisor; use common statistical programs, requiring the application of job control language in generating and organizing data.
- Help orient and train new staff or students as needed.
- * - Other duties may also be assigned

Minimum Education and Experience Required

- Two year college degree and one year of relevant experience or an equivalent combination of experience, education, and training.

Desired Education:

- A four year degree in Psychology, Neuroscience, Computer Science, or related fields.
- Computer coding experience including Python.

Minimum Knowledge, Skills and Abilities Required

- General understanding of scientific theory and methods.
- General computer skills and ability to quickly learn and master computer programs.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Effective oral and written communication skills.
- Ability to work with human study participants.

Certificates and Licenses Required

- None

Physical Requirements

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, and operates foot and/or hand controls.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.

Working Conditions:

- May be exposed to blood borne pathogens.
- May be required to work non-standard, extended or weekend hours in support of research work.

WORK STANDARDS:

- **Interpersonal Skills:** Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- **Promote Culture of Safety:** Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

The expected pay range for this position is \$48,000 to \$64,000 per annum.

Stanford University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and responsibilities of the position, the qualifications of the selected candidate, departmental budget availability, internal equity, geographic location and external market pay for comparable jobs.

Final offers of employment are contingent upon successful completion of national criminal background check, national sex offender registry search and, where applicable, driving record.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

Apply here: <https://careerssearch.stanford.edu/jobs/research-coordinator-20592>

